North Dakota Immunization Information System

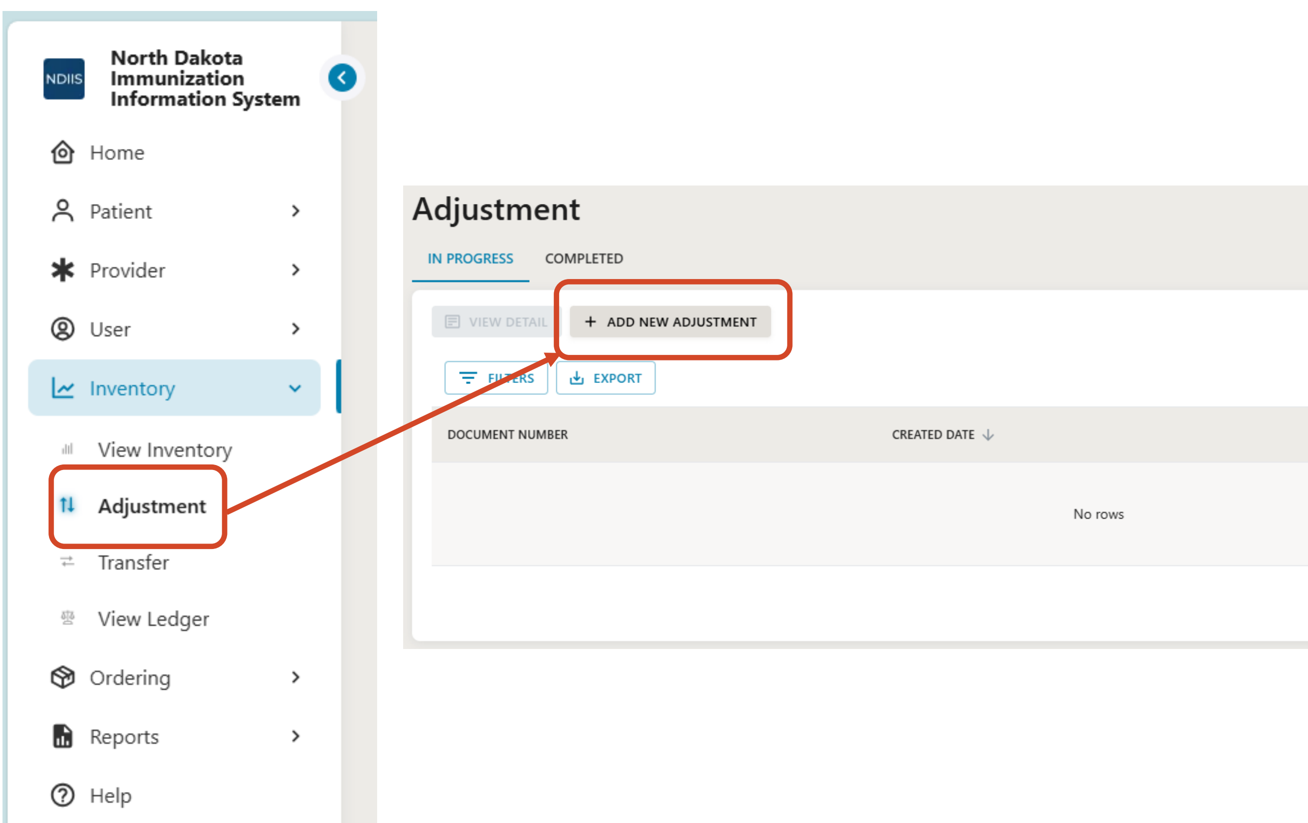
Immunization Inventory Adjustment

Getting Started

NDIIS users with Provider Admin and Standard level access can make **Adjustments** to the quantity of doses on hand for any public or private lot in their provider site's NDIIS inventory. This function should primarily be used when you receive additional doses of a lot that exists in your inventory or if you need to update the quantity on hand for a small number of lots in inventory. Provider users should use the Inventory Reconciliation process for reviewing and updated all of their public inventory at once.

Adjustment

To initiate an inventory adjustment, users will select the **Adjustment** option from the NDIIS Main Menu and then click **Add New Adjustment.** .



⇒ Click **Add Row**

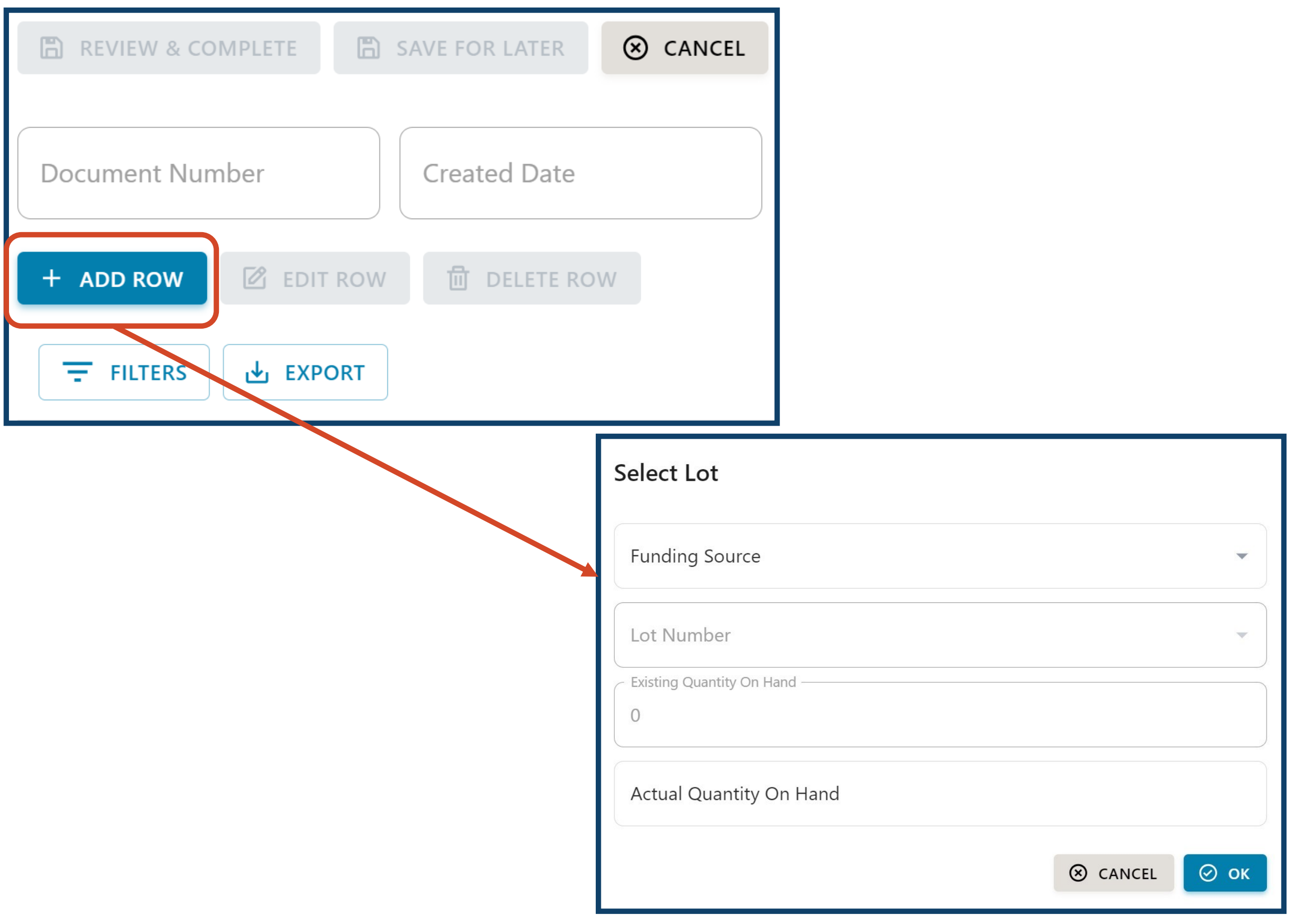
⇒ In the **Select Lot** pop-up, users will

- select *Public* or *Private* from the **Funding Source** drop-down for the lot being adjusted
- select the **Lot Number** from the drop-down

  The list will be pre-populated based on lots in your NDIIS inventory and the funding source selected.

- enter the **Actual Quantity on Hand**
- click **Ok** to save the adjustment information for that lot

⇒ The adjusted vaccine will appear on the Inventory Adjustment screen.



Users are able to **Edit** or **Delete** a row from the adjustment until it has been Reviewed and Completed.

Users can click **Save For Later** to save the adjustment and finish at a later time.

Users can adjust more than one lot at a time by clicking the **Add Row** button and entering all required details.

⇒ When all rows have been entered, Click **Review and Complete** to go to the review screen.

⇒ If all information is entered correctly for the adjustment, click **Complete Adjustment** to submit the adjustment and finalize the changes to your inventory.

Once the adjustment has been completed, it can be printed and the adjustments will be logged in your inventory ledger.